



JOHN McMAHON, SHERIFF



## SAN BERNARDINO COUNTY SHERIFF'S DEPARTMENT

### CONCEALED CARRY WEAPON PERMIT

#### APPLICATION INSTRUCTIONS – (PLEASE READ CAREFULLY)

**FAILURE TO COMPLY WITH ANY SECTION OF THESE INSTRUCTIONS COULD  
DELAY THE PROCESSING OF YOUR APPLICATION.**

#### **THERE ARE NO EXCEPTIONS TO THE FOLLOWING RULES.**

1. Must be a United States Citizen and a **full-time** resident of San Bernardino County.
2. Must be at least 21 years of age.
3. Must fill out the on-line application completely.
4. After submitting the application you will be able to set an appointment for a CCW interview through the web site. Please make a note of your interview date and time. If you need to reschedule please call the Employee Resources Division at (909) 387-3750. Interviews CANNOT be scheduled for an earlier date.
5. Fill out the Notarized form, Residence History form and Employment History form.

**NOTICE - BRING THE FOLLOWING ITEMS AND DOCUMENTS TO INTERVIEW AT  
SHERIFF'S HEADQUARTERS (655 E. 3<sup>RD</sup> ST. SAN BERNARDINO, CA 92415).**

- A. A printed copy of these instructions as well as **Notarized form**, **Residence History form**, and **Employment History form**.
- B. **ORIGINAL (plus one copy)** of the following (NO exceptions):
  1. California Driver's License OR current active military ID and original state ID
  2. County certified Birth Certificate or Naturalization papers/certificate
  3. Utility bill with **your name** and service address
  4. Current property tax bill, Grant Deed or Rental Agreement
  5. Marriage certificate to verify name change, if applicable
  6. Military discharge DD214 form, including discharge status
- C. Legal documentation/police reports pertaining to any law enforcement contact (example arrests, suspect or victim).

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- D. **COPY** of your most recent utility bills, I.E., gas, water, electric or trash (*home phone bills or cell phone bills are not accepted*) and a copy of your deed with a parcel number or any other sufficient proof of full-time residency in San Bernardino County. Your name **must** appear on the utility bill, deed or rental agreement.
- F. **Two** separate **money orders** made payable to the San Bernardino County Sheriff's Department (SBSD), **due at the time of your interview**.
- (1) Fingerprinting - **\$108.00**
  - (2) 20% of the administrative / background fees - **\$30.60**

NOTE: A third **money order** for **\$122.40**, the remaining 80% of the administrative / background fee, is due when you receive your permit.

- G. **RENEWAL PERMIT - FEES** (Due every two years):
- Department of Justice - **\$52.00** (payable to DOJ)
  - SBSD (admin fee) - **\$38.00** (payable to SBSD)
  - SBSD (training class) - **\$25.00** (payable to SBSD)

Please **DO NOT** bring firearms or other weapons to your appointment at the Employee Resources Division. Weapons will be inspected on the range during the Firearms Safety Course.

### NOTICE: NEW TRAINING REQUIREMENT

Per Penal Code section 26165, it is now a DOJ requirement that CCW permit applicants attend a specified course of training prior to the issuance of a new or renewal permit. Courses are provided through the San Bernardino County Sheriff's Department at the following costs:

**NEW** CCW applicant:

SBSD Range - **\$100.00** (**money order** payable to SBSD)

Apple Valley Gun Club - **\$100.00** (**money order** payable to SBSD)

Plus - **\$25.00** (**money order** payable to the Apple Valley Gun Club)